

MANUFACTURED HOME SUBMITTAL GUIDE



Permits and Inspections Department

140 Stonewall Avenue West, Suite 201

Fayetteville, GA 30214

Phone: 770-460-5730, x5403 Fax: 770-460-8663

Web: http://www.fayettecountyga.gov/bldg_permits/infobldg.asp

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MANUFACTURED HOME SUBMITTAL GUIDE

The following is an outline of the requirements for a **manufactured home** submittal. This list is for reference purposes only and may not include all items needed to complete the plans examination process. Complete and accurate submittals help expedite the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions from county staff. Please use the following guidelines to assure that your application includes all of the information necessary for a timely review of your plans.

SUBMITTAL CHECKLIST

- _____ Plans
- _____ Permit Application.
- _____ Supplemental Application for Manufactured Homes.
- _____ Affidavits for Electrical, Mechanical, Fuel Gas and Plumbing as applicable.
- _____ Copy of Installer's Registration or License Certificate.

GENERAL REQUIREMENTS FOR SUBMITTAL

- One (1) complete set of plans and supporting construction documents is required.
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 11" x 17". Plans shall be firmly bound on one edge. Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8" scale.
- All construction documents must show in detail that the proposed work will be in accordance with the construction codes.

PLAN REQUIREMENTS

- **Key plan/site plan** shall be fully dimensioned and indicate property lines, any existing construction, overhead/underground utilities, retaining walls, deck, and site drainage.
- **Floor plan** the floor plan shall indicate all floors including basements; all rooms, with their use labeled, overall dimensions and locations; and all doors and windows and provide door and window schedules, or other required information.

MANUFACTURED HOME FEE SCHEDULE

\$200.00 or \$0.21 X total square footage, whichever is greater.

FOR DETERMINING TOTAL SQUARE FOOTAGE, INCLUDE AREAS WITHIN THE SURROUNDING EXTERIOR WALLS. AREAS OF THE STRUCTURE NOT PROVIDED WITH SURROUNDING WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE INCLUDED WITHIN THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.

HELPFUL TELEPHONE NUMBERS

CALL BEFORE YOU DIG

Fayette County Clerk of Superior Court

Environmental Health (Septic Tanks/Fields) – Suite 200

Fayette County Permits & Inspections Department – Suite 201

Fayette County Engineering Department – Suite 203

Fayette County Planning & Zoning Department – Suite 202A

800-282-7400

770-461-4703

770-460-5730, x5415

770-460-5730, x5403

770-460-5730, x5410

770-460-5730, x5419